

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.5.02
Section:	SALPN Committees	Issued:	December 6, 2013
Subject:	Committee Terms of Reference	Effective:	December 6, 2013
Issue to:	All Manual Holders	Page:	1 of 2
		Reaffirmed	March 8, 2017
Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

1. POLICY

- 1.1 Committees of the Saskatchewan Association of Licensed Practical Nurses provide support to the Association and Council by advising and making recommendations to Council pertaining to their stated purpose.
- 1.2 Committees perform research and consider matters referred to them in greater depth than would be possible by the whole Council.
- 1.3 Committees can identify problems that require consideration or attention, propose possible resolutions, present the implications of their resolution and make other general recommendations to the Council.
- 1.4 Council makes the ultimate decision.
 - a. It is the Committee's responsibility to review matters in greater detail than the Council. If the Council is not satisfied with the Committee's depth of knowledge, the Council may refer the issue back to the Committee for further study.
 - b. With the exception of the Policy Development, Counseling and Investigation and Discipline Committees which shall have their own legal counsel appointed by Council, any request for a legal opinion by a Committee must be approved by Council prior to seeking legal advice.
- 1.5 A quorum of the Committee is 50% plus one.
 - a. In the event that a member is not capable of carrying out duties of the Committee, the Committee can continue to deal with its core business. Council may specify an alternate who may be called on to complete the term of any Committee who resigns during his/her term of office.
- 1.6 All new committee members will be provided an orientation of the SALPN as required and their respective committee by the committee chair person.

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2. PROCEDURE

- 2.1 Committee members shall conduct themselves at all times in a professional and forthright manner, consistent with the Code of Ethics and Standards of Practice.
- 2.2 While enacting the SALPN legislative mandate, members will conduct themselves in accordance with the SALPN Values, reflective of the SALPN mandate, mission and vision.
- 2.3 Committee members will adhere to the Committee Confidentiality, Code of Conduct/Conflict of Interest policy and any other Council policies. Committee members will be given a copy of their signed 'Oath of Office and Confidentiality Agreement', and of the Associations conflict of interest policy.
- 2.4 The confidentiality of applicable information will be maintained at all times. Breach of confidentiality may be considered a violation of the SALPN confidentiality policy, code of conduct/conflict of interest policy, and the SALPN values. Substantiated allegations of break of confidentiality may result in a Council motion for removal from the Committee as well as other disciplinary action.
- 2.5 The Committee's advice, recommendations and decisions will at all times be in accordance with provisions in all applicable sections of The Licensed Practical Nurses Act 2000, The SALPN Regulatory Bylaws, The SALPN Administrative Bylaws and SALPN Policies.